



COMMONWEALTH of VIRGINIA

Joint Leadership Council of Veterans Service Organizations Office of the Chairman

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Chairman

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MEMORANDUM

TO: JLC Members
FROM: Mason Botts
DATE: October 11, 2006
SUBJECT: Alternate Members

§2.2-2681(A) of the Code of Virginia allows veterans service organization (VSO) representatives to designate an alternate to attend meetings of the Joint Leadership Council of Veterans Service Organizations (JLC) in the absence of such representative.

To ensure that all matters related to alternate JLC members are conducted in an effective, open, and timely manner, I ask that all JLC members act in accordance with the following guidelines:

- Ultimate responsibility for designating an alternate member rests with you as the appointed JLC representative for your VSO. You may consult with or seek the approval of your organization's leadership, but the Code states that you, as your VSO's representative, must make the designation
- You may designate an individual to serve as your alternate for your entire term of service (i.e. from July 1, 2006 to June 30, 2009), until further notice (but not to exceed your term of service), or only for one meeting
- It is your responsibility for ensuring that your alternate is prepared for the meeting at which he/she will represent you and your VSO. This includes providing your alternate with the necessary background information, meeting information (including date, time, and place), and copies of meeting material sent in advance of a meeting. The Department of Veterans Services can assist your alternate with meeting logistics (directions, parking, etc.)

- The 2006 General Assembly passed legislation allowing JLC members to be reimbursed for reasonable and necessary expenses incurred in the performance of their duties. This is primarily to cover travel expenses associated with JLC meetings
 - If you attend a meeting, you are entitled to the reimbursement
 - If your alternate attends a meeting in your place, he/she is entitled to the reimbursement
 - If both of you attend a meeting, only you, as the appointed JLC representative, are entitled to the reimbursement

When you designate an alternate, please follow these procedures:

- Complete the “JLC Alternate Designation Form” each time you designate an alternate. Copies of the form are attached
- Submit the form to the Commissioner of Veterans Services. The Commissioner will acknowledge receipt of the form on my behalf, and will return a copy to you
 - The Commissioner will send a letter (see attached) on my behalf to your alternate, with a copy to you, stating that he/she has been appointed as your alternate
- Notify the Department of Veterans Services in advance of each meeting at which you will be represented by your alternate. If necessary, complete the “JLC Alternate Designation Form”

Alternate members will play an integral role in JLC operations by ensuring that there is a quorum at each meeting, allowing the JLC to conduct its vital business. With these procedures in place, we will continue our success in serving the veterans of Virginia.